



U.S. EPA Region 9 Quality Assurance Program Support for Brownfields Cooperative Agreements

November 1998

Introduction

QA All U.S. EPA-funded projects in which environmental measurements are taken must have a written Sampling and Analysis Plan (SAP) that contains the required quality assurance (QA) elements. The SAP states how the project will meet EPA requirements and project-specific data needs. Publications that provide guidance for developing SAPs can be ordered using the form at the end of this fact sheet. We solicit your comments to learn how we may assist you most effectively. □

Quality Assurance Requirements

Federal regulations and EPA policy require that the collection of environmental data through Brownfields Cooperative Agreements be supported by a Sampling and Analysis Plan. Cooperative Agreement recipients performing such work must be able to show that the data they collect are of the needed, expected and documented quality required for any decision they make regarding the protection of public health and the environment. The Region 9 QA Program must review and approve all SAPs before the recipients can collect any environmental measurements.

Analytical and Technical Support

EPA Region 9 provides a variety of field sampling and analytical services. Training is also available on subjects related to environmental sampling, including preparation of SAPs, sample collection, and explanation of analytical procedures. These services may be accessed by placing a request through your EPA Cooperative Agreement Project Officer. For specific information about analytical services, contact the Regional Sample Control Coordinator (RSCC) in the QA Program. The RSCC can identify potential sources of analytical services (available at the EPA Regional Lab or through other means), and will provide project tracking numbers, chain-of-custody forms, and sample custody seals.

QA Contacts

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Regional Sample Control Coordinator:

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SAP Reviewer:

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Planning for Data Collection

Before conducting environmental sampling, the scope of the planned effort needs to be defined. The following questions should be considered as a Sampling and Analysis Plan is being developed:

1. *Will it be a onetime sampling event or an ongoing monitoring activity?*
2. *Have there been any previous investigations conducted at the site, and, if so, what was found?*
3. *What decision is to be made as a result of the project?*
4. *What quantity and quality of data are needed to be able to make the decision?*
5. *What environmental matrix is to be tested? This might include surface water, ground water, soil sediment, sludge, air, solid/hazardous waste, or vegetation.*
6. *Where will samples be collected on the site? Why were these locations chosen? Identify the locations on a site map.*
7. *What type of measurements are planned? Chemical analyses (for example: volatile organic compounds, water quality parameters, metals, or pesticides), physical analyses (turbidity, flow), bioassays (toxicity tests), or plant or animal surveys might be included. Identify the analytical methods to be used and associated data quality criteria.*
8. *What is the planned sampling and analysis schedule?*
9. *What procedures will be used to collect samples? Will field-based analytical technologies be used?*
10. *Will the Cooperative Agreement recipient or EPA procure the sampling and/or laboratory services? If the recipients obtain analytical services outside of the Regional system, they must identify who will perform the review or validation of data, and how will the data be reviewed to determine its quality and whether it met project objectives.*

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In order to benefit fully from all of the available EPA resources, the Cooperative Agreement recipients or their consultant should contact the QA Program as soon as the scope of the project has been defined. Published guidance documents, helpful in the preparation of SAPs, are listed at the end of this fact sheet.

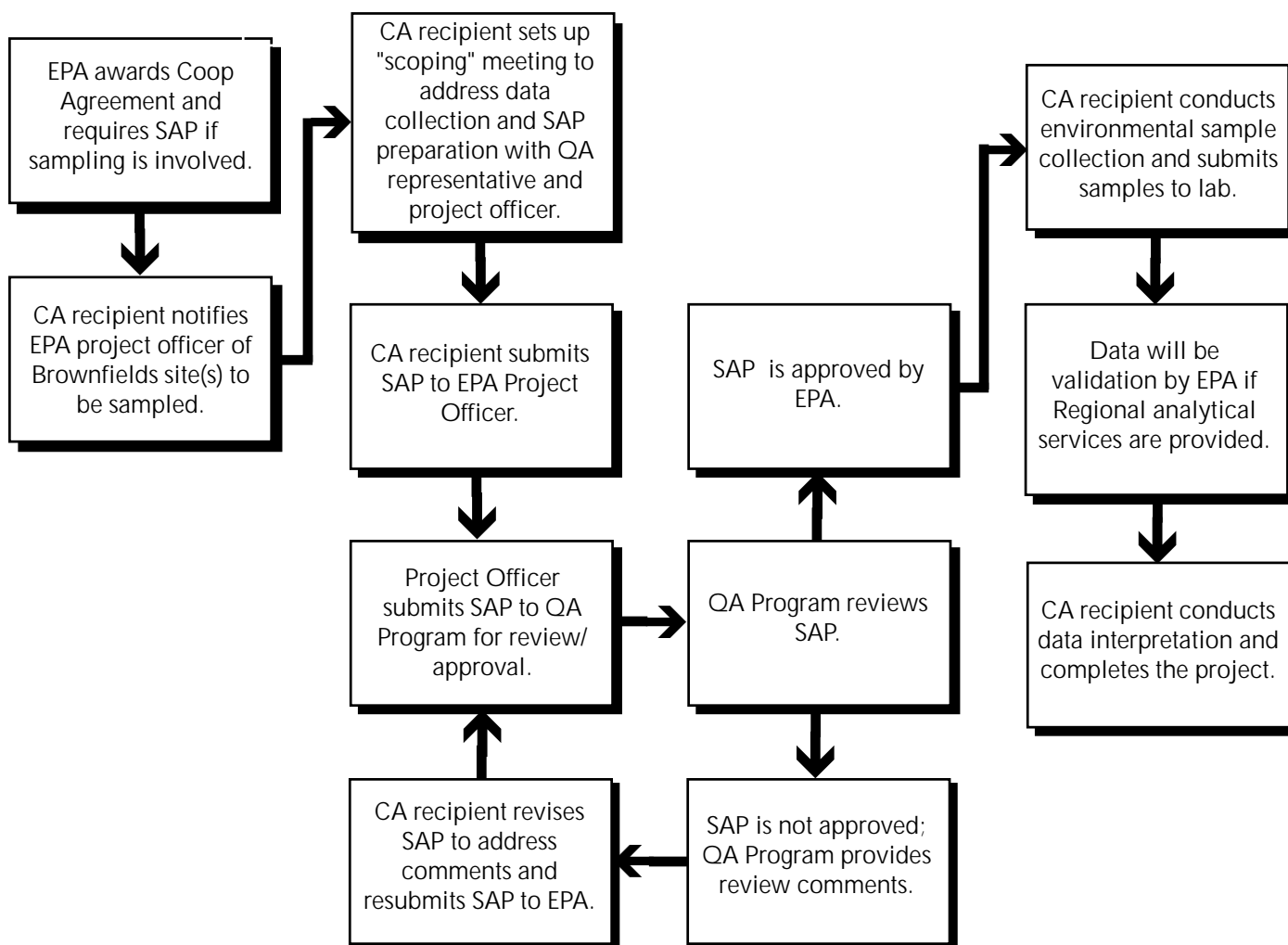
Documents may be ordered by mail or by phone. For some projects, an example of a Sampling and Analysis Plan may also be available. For a onetime or limited sampling event for which the Region 9 Laboratory services will be used, a streamlined FSP format is available both in hard copy and electronically.

Once a draft of the SAP is completed by the

Cooperative Agreement recipient, it is submitted to the EPA Project Officer. The Project Officer will forward the plan to the QA program for review. The review normally takes about three-to-four weeks. Review comments will be forwarded to the Cooperative Agreement recipient. In responding to the comments, the recipient should work directly with the QA Program. A revised plan must be resubmitted to EPA and approved by the QA Program before environmental measurements may be taken.

The interactions between the Cooperative Agreement recipient, the Region 9 Grant Management Program, the Project Officer and the QA Program are represented in the following diagram.

QA Flow Chart for Grant and SAP Approval Process for Data Collection Activities



Guidance Documents

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| <ol style="list-style-type: none">1. <i>Quality Assurance Guidance for Conducting Brownfields Site Assessment.</i> (Available mid-1999.)2. <i>EPA Requirements for Quality Assurance Project Plans for Environmental Data Operations.</i> August 1994 (EPA QA/R-5, Draft Interim Final).3. <i>Guidance for Preparation of Quality Assurance Project Plans.</i> December 1996 (EPA QA/G-5, Draft for External Review).4. <i>Preparation of a U.S. EPA Region 9 Field Sampling Plan for EPA-Lead Superfund Projects.</i> August 1993 (R9QA-05-93).5. <i>Sampling and Analysis Plan Guidance for One-Time Sampling Events.</i> February 1998. | <ol style="list-style-type: none">6. <i>Guidance for the Data Quality Objective Process.</i> September 1994 (EPA QA/G-4).7. <i>The Volunteer Monitor's Guide to Quality Assurance Project Plans.</i> September 1996 (EPA 841-B-96-003).8. <i>Generic Quality Assurance Project Plan Guidance for Programs Using Community Level Biological Assessment in Wadable Streams and Rivers.</i> July 1995 (EPA 841-B-95-004).9. <i>Guidance on Data Quality Assessment, Practical Methods for Data Analysis.</i> July 1996 (EPA QA/G-9). |
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Guidance Document Order Form and QA Questionnaire

If you have recently received a grant and are beginning to develop your project, please answer the following questions:

1. Do you need assistance in preparing an SAP? Yes____ No____
2. Do you need analytical services from the Region? Yes____ No____
3. Do you need any of the guidance documents listed above? *(Order by number)*

If you are ordering documents, please include your name and address:

Name _____

Street Address _____

City-State-Zip Code _____

If you have worked with the Region 9 QA Program before, please answer the following questions. There is additional space for your comments. Your responses will help us understand how to serve your project better. Thank you for your input.

Please rate the following aspects of the QA Program based on your experience:

Telephone response time: Excellent____ Good____ Fair____ Poor____

Document review time: Excellent____ Good____ Fair____ Poor____

Interaction with QA staff: Excellent____ Good____ Fair____ Poor____

Comments: _____

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Return Address

Place
Postage
Here

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San Francisco, CA 94105

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